



Governor's Office of Early Childhood Development

Executive Assistant Position Description

The Governor's Office of Early Childhood Development (GOECD) leads the state's initiative to create an integrated system of quality early learning and development programs to support Illinois' vision:

We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so they grow up safe, healthy, happy, ready to succeed, and eager to learn.

The Executive Assistant provides administrative support to the Executive Director and is responsible for office operations to ensure a safe and efficient work environment. The Executive Assistant also supports GOECD's varied initiatives and programs.

Reports to: Executive Director

Essential Duties and Responsibilities

- Provides support for the Executive Director.
- Works closely and effectively to keep the Executive Director informed of upcoming commitments and responsibilities, following up appropriately.
- Assist with travel arrangements, lodging, reporting and logistical planning.
- Maintains discretion and confidentiality in staff and partner relationships.
- Serves as the key point of contact for internal and external constituencies on all matters pertaining to the Executive Director.
- Serves as point of contact for Central Management Services.
- Compose and prepare correspondence, reports, and presentations to support the Executive Director.
- Assist in coordinating the agenda for team and related meetings.
- Plan meetings, provide logistical support, and take detailed minutes to support executive functions of the IAT, PDG B-5 Renewal Grant, Early Childhood Construction Grant Program, among other initiatives/programs.

The Office of the Governor (GO) is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, the GO must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.



- Assist in the preparation and dissemination of reports.
- Coordinate office protocols and projects in collaboration with the Business Manager to achieve an efficient office flow and safe environment, including guest scheduling, supplies inventory, office equipment, maintenance and repairs, and office maintenance/management.
- Creates and maintains systems and processes to support and streamline GOECD operations.
- Other duties as required or assigned by the Executive Director.

Qualifications and Requirements

- Bachelor's Degree from an accredited college is preferred.
- 5+ years of hands on administrative and/or executive support experience.
- 2+ years of project management experience.
- Knowledge of office management systems and procedures, such as Webex, Microsoft Teams, and Zoom to support virtual meetings
- Advanced computer skills including proficiency in Microsoft Office Suite, email marketing software programs (e.g. Constant Contact)

Competencies

- Commitment to the GOECD's vision and mission.
- Ability to handle confidential matters with discretion.
- Excellent attention to detail, time management, organization skills, ability to multi-task and prioritize projects while working in a fast-paced environment.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to develop relationships with stakeholders, including staff, state agency partners, and other stakeholders.
- Highly developed customer service skills: responsive, results-oriented, and highly resourceful with the ability to also be effective independently.
- Ability to work in a collaborative, fast-paced environment both in-person and remotely.

This position is an at-will, grant-funded position with an anticipated end date of December 30, 2022, with the possibility to extend if the grant is renewed.

Send Cover Letter and Resume to: Governor's Office of Early Childhood Development c/o GOV.OECD@Illinois.gov.

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